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# MONTANA BUSINESS LICENSING HANDBOOK

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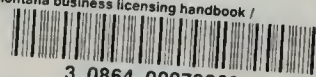
Montana Department of Commerce  
Business Development Division

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# **MONTANA BUSINESS LICENSING HANDBOOK**

## **Montana Business Licensing Center**

DEPARTMENT OF COMMERCE  
BUSINESS DEVELOPMENT DIVISION  
SMALL BUSINESS DEVELOPMENT CENTER  
1424 NINTH AVENUE  
HELENA, MT 59620

Rebecca R. Baumann  
Business Licensing Specialist

(406) 444-4109  
or, in-state toll free  
1-800-221-8015

January 1992

The Montana Small Business Development Center is jointly funded by the Montana Department of Commerce and the U.S. Small Business Administration under Cooperative Agreement No. SB-2M-00137-04.

# FORWARD

This handbook is a compilation of state licenses required by law to do business in the State of Montana. Most required application forms and information can be obtained from the Business Licensing Center of the Department of Commerce, as well as from the individual issuing agency.

The information listed is obviously presented in summary form. Every effort has been made to be accurate and comprehensive, however, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

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# HOW TO USE THIS HANDBOOK

## PART ONE • LICENSING BY BUSINESS TYPE

Part One of the *Montana Business Licensing Handbook* provides an index to licenses required to operate some common (and not-so-common) types of businesses in Montana. This part indexes entries first by general business type, and then by specific business activities. For each business, the index lists licenses required to operate the business, the department requiring the licenses, and the page in Part Two of the *Handbook* on which you can find more information about the license (see below).

<p><b>FOOD STORES</b></p> <p>Bakery</p> <p>A. Registration of Assumed Business Name Secretary of State.....30</p> <p>B. Food Purveyor's License Department of Health &amp; Environmental Sciences .....19</p>	<p>← <i>General Business Type</i></p> <p>← <i>Specific Business Activity</i></p> <p>← <i>Necessary License(s)</i></p> <p>← <i>Supervising Department</i></p> <p>← <i>Reference Page in Part Two</i></p>
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## PART TWO • LICENSING BY DEPARTMENT

Part Two of the *Montana Business Licensing Handbook* summarizes the licenses required by each department, division, bureau, and board of state government. This part lists the names, addresses, and phone numbers of the supervising entities; the name and cost of each license; and the legal authority for each license as enumerated in the *Montana Code Annotated* and the *Administrative Rules of Montana*.

<i>Supervising Division</i>	Professional and Occupational Licensing Bureau
<i>Address</i>	111 N. Jackson Street Arcade Building Helena, MT 59620 (406) 444-3737
<i>Regulating Board</i>	<b>Athletics, Board Of</b> (406) 444-5433
<i>License</i>	■ License: Promoters
<i>Cost of License</i>	COST: \$100.00 plus a \$5,000.00 Surety Bond
<i>Legal Authority</i>	CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

# IMPORTANT NEWS FOR MONTANA RETAILERS AND WHOLESALERS!

## State of Montana

Stan Stephens, Governor



Department of Revenue

Denis Adams, Director

Income and  
Miscellaneous Tax Division

Jeff Miller, Administrator

TO: Wholesale and Retail Vendors  
FROM: Montana Department of Revenue  
Subject: Montana Store License

Effective September 1, 1991, the Montana State Store License is no longer required. Montana wholesale and retail businesses used the Store license number to obtain a sales tax exemption when purchasing goods, wares or merchandise from out-of-state vendors. The number will no longer be available.

Montana has no Sales Tax. Therefore, no Sales Tax number exists.

The only unique number a business has is the federal identification number (FIN) (Federal Employer Identification Number (FEIN) or Social Security Number). Montana uses the federal identification number in tracking business income. Therefore, the FIN should satisfy your needs.

If you have any questions, please contact me at the address/phone below.

Bill Kloker, Tax Program Supervisor  
Montana Department of Revenue  
Income & Miscellaneous Tax Division  
PO Box 5835  
Helena, MT 59604  
(406)444-3388

Third Floor, Sam W. Mitchell Building

(406) 444-2837

Helena, Montana 59620

"An Equal Opportunity Employer"

# PART ONE: LICENSING BY BUSINESS TYPE



## **RETAIL & WHOLESALE SALES**

### ■ APPAREL & ACCESSORY STORES

**Children's & Infants' Wear Stores**

**Men's Clothing & Furnishings**

**Miscellaneous Apparel & Accessories**

**Women's Clothing, Accessory, & Specialty Stores**

A. Registration of Assumed Business Name

Secretary of State .....30

**Furriers & Fur Shops**

A. Registration of Assumed Business Name

Secretary of State .....30

B. Fur Dealer License

Department of Fish, Wildlife, & Parks .....19

### ■ AUTOMOTIVE DEALERS & SERVICE STATIONS

**Gasoline Service Stations**

A. Registration of Assumed Business Name

Secretary of State .....30

B. Petroleum Dealer's License

Department of Commerce .....10

### **Taking on a Partner or Hiring Employees?**

If so, you'll need to do the following things:

- Obtain a federal tax I.D. number from the Internal Revenue Service
- Get a state tax I.D. number from the Montana Department of Revenue
- Register for Unemployment Insurance and Workers' Compensation Insurance with the Montana Department of Labor and Industry
- Register the business name with the Secretary of State

**Motorcycle, Boat, or Recreational Vehicle Stores**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Applicable Dealer's License  
Department of Justice .....23

**New & Used Car Dealers**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. New Car Dealer's License
- C. Used Car Dealer's License  
Department of Justice .....23

**■ BUILDING MATERIALS & GARDEN SUPPLIES****Hardware Stores**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Weighing Device License\*  
Department of Commerce .....10

**Lumber & Other Building Supplies**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Weighing Device License\*  
Department of Commerce .....10

**Paint, Glass, & Wallpaper**

- A. Registration of Assumed Business Name  
Secretary of State .....30

**Nurseries & Garden Stores**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Nurseryman's License  
Department of Agriculture .....9

**■ FOOD STORES****Bakery**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Food Purveyor's License  
Department of Health & Environmental Sciences .....19

**Candy, Nut, & Confectionery Stores**

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Food Purveyor's License  
Department of Health & Environmental Sciences .....19
- C. Weighing Device License  
Department of Commerce .....10

**Dairy Products**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

C. Wholesale Production of Dairy Products or By-products  
 Department of Livestock .....25

**Fruit & Vegetable Stands**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Agricultural License  
 Department of Agriculture .....9

C. Weighing Device License\*  
 Department of Commerce .....10

**Grocery Stores**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Beer/Wine Retailer’s License\*

C. Cigarette Dealer’s License  
 Department of Revenue .....29

D. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

E. Egg Dealer’s License (required only if selling more than 25 cases per month)  
 Department of Livestock .....25

F. Weighing Device License\*

G. Petroleum Dealers License\*  
 Department of Commerce .....10

H. Meat Establishment License (required if butchering, peddling, or slaughtering meat)  
 Department of Livestock .....25

**Meat & Fish Markets**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

C. Meat Establishment License  
 Department of Livestock .....25

D. Weighing Device License  
 Department of Commerce .....10

**Miscellaneous Food Stores**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

\* If Appropriate

## ■ FURNITURE & HOME FURNISHING STORES

**Drapery & Upholstery Stores**

**Floor Covering Stores**

**Furniture Stores**

**Household Appliance Stores**

**Miscellaneous Home Furnishing Stores**

**Radio, Television, & Music Stores**

- A. Registration of Assumed Business Name  
 Secretary of State .....30

## ■ GENERAL MERCHANDISE STORES

**Department Stores**

**Variety Stores**

- A. Registration of Assumed Business Name  
 Secretary of State .....30

## ■ MISCELLANEOUS RETAIL STORES

**Proprietary Stores**

- A. Registration of Assumed Business Name  
 Secretary of State .....30

**Liquor Stores**

- A. Registration of Assumed Business Name  
 Secretary of State .....30  
 B. Applicable Liquor License(s)  
 Department of Revenue .....29

**Book Stores**

**Camera & Photographic Supply Stores**

**Gift, Crafts, Novelty, & Souvenir Shops**

**Hobby, Toy, & Game Stores**

**Jewelry Stores**

**Luggage & Leathergood Stores**

**Secondhand Stores**

**Sporting Goods & Bicycle Stores**

**Stationery Stores**

- A. Registration of Assumed Business Name  
 Secretary of State .....30

## ■ RESTAURANTS & BARS

**Eating Establishments**

- A. Registration of Assumed Business Name  
 Secretary of State .....30  
 B. Food Purveyor's License  
 Department of Health & Environmental Sciences .....19



**Eating Establishments - Beer Only**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

C. Beer Retailer’s License  
 Department of Revenue .....29

**Eating Establishments - Beer & Wine Only**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

C. Beer and Wine Retailer’s Licenses  
 Department of Revenue ..... 29-30

**Eating Establishments - Full Bar Service**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Food Purveyor’s License  
 Department of Health & Environmental Sciences .....19

C. All-Beverage License  
 Department of Revenue .....29

**SERVICES**

**AMUSEMENT & RECREATION SERVICES**

**Billiards Establishments**

**Bowling Alleys**

**Drive-in Motion Picture Theaters**

**Motion Picture Theaters**

**Outfitters & Guides**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Outfitter and/or Guide License  
 Board of Outfitters and Professional Guides .....15

C. Food Purveyor’s License\*  
 Department of Health & Environmental Sciences .....19

**Public Golf Courses**

**Membership Sports & Recreation Clubs**

A. Registration of Assumed Business Name  
 Secretary of State .....30

B. Swimming Pool or Area Approval\*  
 Department of Health & Environmental Sciences .....20

\* If Appropriate

**Fireworks**

A. Registration of Assumed Business Name Secretary of State .....	30
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**Accounting, Auditing, & Bookkeeping**

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B. Registration of Assumed Business Name Secretary of State .....	30

**Detective & Protective Agencies**

A. Private Security Patrolmen/Investigator's License Board of Private Security Patrolmen & Investigators .....	16
B. Registration of Assumed Business Name Secretary of State .....	30

**Engineering & Architectural**

A. Engineer & Land Surveyor License Board of Professional Engineers & Land Surveyors .....	16
B. Architectural Examination License Board of Architects .....	12
C. Registration of Assumed Business Name Secretary of State .....	30

**■ EDUCATIONAL SERVICES****Business & Secretarial Schools****Public Vocational Schools**

A. Proprietary School License	
B. Proprietary School Agent Permit Department of Commerce .....	10

■ **HOTELS, MOTELS, AND OTHER LODGING PLACES**

**Hotels, Motels, & Tourist Homes**

A. Public Accommodations License  
 B. Food Purveyor's License  
     Department of Health & Environmental Sciences .....19  
 C. Accommodations Registration  
 D. All Beverage Licenses\*  
     Department of Revenue .....29  
 E. Registration of Assumed Business Name  
     Secretary of State .....30  
 F. Swimming Pool or Area Approval \*  
     Department of Health & Environmental Sciences .....20

**Bed & Breakfast Establishments**

A. Public Accommodations License and/or Tourist Home License  
 B. Food Purveyor's License  
     Department of Health & Environmental Sciences .....19  
 C. Accommodations Registration  
     Department of Revenue .....29  
 D. Registration of Assumed Business Name  
     Secretary of State .....30

**Retirement Homes**

A. Public Accommodations License and/or Tourist Home License  
 B. Food Purveyor's License  
     Department of Health & Environmental Sciences .....19  
 C. Nursing Facility Bed Tax  
     Department of Revenue .....29  
 D. Registration of Assumed Business Name  
     Secretary of State .....30

**Camps & Trailer Parks**

A. Tourist Campground and/or Trailer Court License  
     Department of Health & Environmental Sciences .....20  
 B. Registration of Assumed Business Name  
     Secretary of State .....30

■ **MISCELLANEOUS REPAIR SERVICES**

**Appliance Repair**

**Automotive Repair Shops**

↳ **Computer Repair**

**Refrigeration & Heating Service & Repair**

**Upholstery & Furniture Repair**

A. Registration of Assumed Business Name  
     Secretary of State .....30

## ■ PERSONAL SERVICES

### Barber Shop

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Board of Barbers  
Department of Commerce.....12

### Beauty Shop

- A. Registration of Assumed Business Name  
Secretary of State .....30
- B. Board of Cosmetologists  
Department of Commerce..... 12-13

### Laundry, Cleaning, & Garment Service

### Photographic Portrait Studios

### Shoe Repair

- A. Registration of Assumed Business Name  
Secretary of State .....30

## ■ SOCIAL SERVICES

### Child Care Services

- A. Child Adoption Agency License
- B. Child Care Agency License
- C. Youth Foster Care License
- D. Day Care License
- E. Preschool Requirements  
Department of Family Services .....18

### Individual & Family Services

- A. Day Care License
- B. Preschool Requirements  
Department of Family Services .....18

### Residential Care

- A. Adult Foster Care License
- B. Community Homes for Developmentally Disabled License
- C. Group Homes for the Physically Disabled License
- E. Youth Group Home License  
Department of Family Services .....18

# PART TWO: LICENSING BY DEPARTMENT



## DEPARTMENT OF AGRICULTURE

### Plant Industry Division

Agriculture/Livestock Building  
6th & Roberts  
Helena, MT 59620  
(406) 444-3730

- **License: Alfalfa Leaf-cutting Bee Registration**  
COST: \$15.00 additional laboratory services; certification available at additional cost  
CODE/ARM: Title 8, Chapter 6
- **License: Agricultural Seed, Seed Conditioning plant, Seed Labeler, or Seed Dealer**  
COST: \$35.00 for one or more of Seed Conditioning and Seed Labeler  
\$15.00 Seed Dealer  
CODE/ARM: Title 80, Chapter 5
- **License: Bees & Honey**  
COST: \$10.00 minimum—\$200.00 maximum based on number of hives. Apiary registration required.  
CODE/ARM: Title 80, Chapter 9
- **License: Commercial Feed or Pet Foods—Registration**  
COST: \$ 25.00 for each pet food  
\$ 6.50 for each commercial feed  
CODE/ARM: Title 80, Chapter 9
- **License: Feed Permit License**  
COST: \$25.00 license  
CODE/ARM: Title 80, Chapter 9  
All commercial feed dealers, feed distributors, and feed manufacturers for distribution must

obtain a permit before conducting business in or into Montana. Pet food manufacturers and dealers selling only pet foods do not need a permit.

- **License: Fertilizer/Soil Amendment Licenses**  
COST: \$50.00 for each renewal received before January 1  
\$75.00 for each renewal received after January 1, or each new license.  
CODE/ARM: Title 80, Chapter 10  
Exemption—Dealers who sell exclusively un-manipulated animal or vegetable manures, or specialty fertilizers (packaged for non-farm use) do not need this license.
- **License: Itinerant Merchant's License**  
COST: \$60.00 per truck or roadside stand; Surety Bond required  
CODE/ARM: Title 80, Chapter 3
- **License: Nurseryman's License**  
COST: Class A—\$50.00 General nursery license  
Class B—\$35.00 Small fruits, shrubs, and bushes  
Class C—\$20.00 Bulbs, perennials, and greenhouse plants only  
CODE/ARM: Title 80, Chapter 7
- **License: Permit of Exemption (Itinerant/Wholesale License)**  
COST: \$20.00 per truck, roadside stand, or place of business. Only the sale of self-grown produce allowed.  
CODE/ARM: Title 80, Chapter 3

- **License: Produce Wholesaler's License**  
 COST: \$200.00 Surety Bond required  
 CODE/ARM: Title 80, Chapter 3
- **License: Public Warehouse and/or Commodity Dealer's License**  
 COST: \$ 35.00 Warehouse fee minimum to \$160.00 maximum, depending on storage capacity  
       \$ 35.00 Commodity Dealer minimum to \$160.00 maximum, depending on volume of business conducted  
       \$ 25.00 Trucker-Dealer fee per truck additional. Bonding for Public Warehouseman & Commodity Dealer required.  
 CODE/ARM: Title 80, Chapter 4
- **License: Registration of Commercial Fertilizer, Soil Amendment, or Specialty Fertilizer**  
 COST: \$ 10.00 Per soil amendment  
       \$ 20.00 Per commercial fertilizer  
       \$ 35.00 Each specialty fertilizer  
 CODE/ARM: Title 80, Chapter 10

## Environmental Management Division

Agriculture/Livestock Building  
 6th & Roberts  
 Helena, MT 59620  
 (406) 444-2944

- **License: Pesticide Applicator/Operator**  
 COST: \$ 45.00 Commercial or Non-Commercial

\$ 50.00 Governmental Applicator (annually) for the first four years and \$5.00 for each year thereafter.  
 \$ 10.00 for the first and second Operator license.  
 \$ 5.00 for the third (and thereafter) Operator license.  
 CODE/ARM: Title 80, Chapter 8; ARM Title 4, Chapter 10

### Specific Applicator Classification:

Agricultural Plant Pest Control, Forest Pest Control, Aquatic Pest Control, Demonstration & Research Pest Control, Livestock Protection Collar, Agricultural Animal Pest Control, Ornamental and Turf Pest Control, Right-of-Way Pest Control, Industrial Institute Structure & Health Related, Sodium Cyanide (M-44), Agricultural Vertebrate Pest Control, Seed Treatment, Public Health Pest Control, Wood Treatment, and Special Utility

### Regulatory Pest Control (Government Only):

Mosquito Abatement, Predator, Quarantine, Rabid Skunk, Rodent, and Weed

- **License: Pesticide Dealer**  
 COST: \$45.00 one year; \$90.00 two years  
 CODE/ARM: Title 80, Chapter 8
- **License: Government Pesticide Dealers**  
 COST: \$50.00 one year; \$100.00 two years  
 CODE/ARM: Title 80, Chapter 8
- **License: Commercial Applicator Requiring Dealer's License**  
 COST: \$20.00 one year; \$40.00 two years  
 CODE/ARM: Title 80, Chapter 8

# DEPARTMENT OF COMMERCE

## Consumer Affairs Unit

1424 9th Avenue  
 Helena, MT 59620  
 (406) 444-4313

- **License: Proprietary School Agent Permit**  
 COST: \$25.00 license; \$10.00 renewal  
 CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 3
- **License: Proprietary School License**  
 COST: \$50.00 license; \$25.00 Renewal; \$10,000 Surety Bond required

CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 2

## Weights and Measures Bureau

1520 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-3164

- **License: Weighing Device Permit**  
 COST: Variable  
 CODE/ARM: Title 30, Chapter 12
- **License: Petroleum Dealer's License**  
 COST: Variable  
 CODE/ARM: Title 82, Chapter 15

## Building Codes Bureau

1218 East 6th Avenue  
Helena, MT 59620  
(406) 444-3933

- **License: Building Permit**  
COST: Building permit fee varies dependent on total valuation; 25% plan review fee added  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70
- **License: Passenger Elevators (installation or alteration)**  
COST: Variable fee on plan review; \$100.00 Annual Review  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70
- **License: Special Service Elevators**  
COST: \$55.00 plan review; \$100.00 annual review  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70
- **License: Escalators**  
COST: \$55.00 plan review; \$100.00 annual review  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70
- **License: Electricians, Electrical Contractors**  
COST: Contractor—\$75.00 first year; \$50.00 annual renewal  
Master—\$25.00 first year; \$20.00 annual renewal  
Journeyman and Electrical Wireman for application and exam costs—\$50.00  
Journeyman and Residential Wireman for application—\$10.00 first year; \$7.50 annual renewal  
CODE/ARM: Title 37, Chapter 68; ARM Title 8, Chapter 18
- **License: Electrical Permit**  
COST: Variable  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70
- **License: Fireworks Wholesaler Permit**  
COST: \$55.00 application fee  
CODE/ARM: Title 50, Chapter 37; ARM Title 8, Chapter 70
- **License: Mechanical Permit**  
COST: Varies on mechanical system  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

- **License: Plumber**  
COST: \$125.00 application plus exam  
\$125.00 Master Plumber  
\$ 75.00 Journeyman  
CODE/ARM: Title 37, Chapter 69; ARM Title 8, Chapter 44
- **License: Plumbing Permit**  
COST: Variable  
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70
- **License: Public Contractor's License**  
COST: Class A—\$250.00  
Class B—\$150.00  
Class C—\$100.00  
Renewal—1/2 fee  
CODE/ARM: Title 37, Chapter 71 ; ARM Title 8, Chapter 115

## Financial Division

1520 East 6th Avenue, Room 50  
Helena, MT 59620-0542  
(406) 444-2091

- **License: Consumer Loan License**  
COST: \$175.00 license; \$125.00 annual renewal  
CODE/ARM: Title 32, Chapter 5
- **License: Consumer Loan Supplementary License**  
COST: \$75.00 annual renewal  
CODE/ARM: Title 32, Chapter 5
- **License: Sales Finance Company License**  
COST: \$100.00 annual renewal  
CODE/ARM: Title 31 , Chapter 1
- **License: Credit Union Charter**  
COST: None  
CODE/ARM: Title 32, Chapter 3
- **License: Escrow Company**  
COST: \$350.00  
CODE/ARM: Title 32, Chapter 7
- **License: New Bank Charter**  
COST: \$3000.00  
CODE/ARM: Title 32, Chapter 1
- **License: Sales Finance Company License**  
COST: \$100.00 annually  
CODE/ARM: Title 31 , Chapter 1

**Milk Control Bureau**

1520 East 6th Avenue  
Helena, MT 59620  
(406) 444-2875

■ **License: Producer, Producer-Distributor, Distributor, and Jobber Licenses**

COST: \$2.00 each annually  
CODE/ARM: Title 81, Chapter 23

**Professional and Occupational Licensing Bureau**

111 N. Jackson Street  
Arcade Building  
Helena, MT 59620  
(406) 444-3737

**Architects, Board of**

(406) 444-3745

■ **License: Architectural Examination License**

COST: Examination & Re-examination License  
Division A - \$33.00  
Division B - Written - \$17.00  
Division B - Graphics - \$55.00  
Division C - \$88.00  
Division D/F - \$26.00  
Division E - \$11.00  
Division G-I - \$33.00  
\$100.00 Reciprocity  
\$40.00 Renewal  
\$85.00 Late renewal  
\$20.00 Original license fee  
\$27.00 Documents

CODE/ARM: Title 37, Chapter 65; ARM Title 8, Chapter 6

**Athletics, Board of**

(406) 444-5433

■ **License: Boxer or Wrestler (professional)**

COST: \$10.00 annually

■ **License: Promoters**

COST: \$100.00 plus a \$5,000.00 Surety Bond  
CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

■ **License: Referee or Manager**

COST: \$10.00 annually  
CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

■ **License: Seconds or Judges**

COST: \$5.00 annually  
CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

**Barbers, Board of**

(406) 444-3738

■ **License: Barber License**

COST: \$30.00 Exam fee  
\$15.00 License  
\$15.00 Annual renewal  
\$150.00 Reciprocity

CODE/ARM: Title 37, Chapter 30

■ **License: Instructor**

COST: \$50.00 original; \$25.00 renewal  
CODE/ARM: Title 37, Chapter 30

■ **License: Shop & School**

COST: \$20.00 Shop  
\$25.00 Inspection fee  
\$20.00 Annual renewal  
\$150.00 Reciprocity  
\$50.00 Barber school  
\$35.00 Renewal barber school  
\$10.00 Temporary permit

CODE/ARM: Title 37, Chapter 30

**Chiropractors, Board Of**

(406) 444-5433

■ **License: Chiropractor**

COST: \$125.00 Application fee  
\$75.00 Original license  
\$100.00 Annual renewal fee—active  
\$50.00 Annual renewal fee—in-active  
\$50.00 Re-examination fee  
\$125.00 Impairment Evaluator's Application  
\$75.00 Impairment Evaluator's Certificate  
\$35.00 Late fee

CODE/ARM: Title 37, Chapter 12; ARM Title 8, Chapter 12

**Cosmetologists, Board of**

(406) 444-4288

■ **License: Salon (all establishments)**

COST: \$15.00 Original shop license  
\$25.00 Penalty  
\$15.00 Renewal  
\$25.00 Original inspection fee

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14



■ **License: Cosmetologist-Manager Operator**

- COST: \$ 10.00 Renewal license
- \$ 5.00 Temporary permit
- \$ 25.00 Penalty per year
- \$150.00 Reinstatement
- \$ 60.00 Reciprocity

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

■ **License: Cosmetologist-Student**

- COST: \$ 5.00 Registration or re-enrollment
- \$ 5.00 Temporary permit
- \$ 20.00 Exam
- \$ 10.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

■ **License: Electrologist**

- COST: \$ 10.00 Original license or renewal
- \$100.00 Exam or reciprocity
- \$ 25.00 Penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

■ **License: Manicurist**

- COST: \$10.00 Original license, \$25.00 Renewal or penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

■ **License: Manicurist-Student**

- COST: \$ 5.00 Registration or re-enrollment
- \$ 5.00 Temporary permit
- \$ 40.00 Examination
- \$ 25.00 Penalty
- \$ 10.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

*Dentistry, Board of*

(406) 444-3745

■ **License: Dentist**

- COST: \$ 75.00 Examination or re-examination
- \$ 30.00 Duplicate license
- \$ 35.00 Original license
- \$ 50.00 Renewal penalty
- \$ 70.00 Active/Inactive renewal
- \$ 30.00 Documents
- instate/out-of-state \$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

■ **License: Denturists**

- COST: \$200.00 Application, original license, exam, and full re-examination
- \$100.00 Written re-examination
- \$500.00 Instate renewal
- \$200.00 Out-of-state renewal—inactive
- \$ 50.00 Duplicate, replacement, or second-address license

CODE/ARM: Title 37, Chapter 29; ARM Title 8, Chapter 17

■ **License: Dentist's Anesthesia Permit**

- COST: \$ 50.00 Full general application
- \$ 10.00 Full general renewal
- \$ 50.00 Light general application
- \$ 10.00 Light general renewal
- \$ 50.00 Conscious sedation
- \$ 10.00 Conscious sedation; \$10.00 renewal
- \$100.00 Initial inspection; \$50.00 re-inspection

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

■ **License: Dental Hygienist**

- COST: \$ 75.00 Examination, re-examination
- \$ 35.00 Original licensure
- \$ 50.00 Active/inactive renewal—instate/out-of-state
- \$ 30.00 Duplicate licensure
- \$ 50.00 Renewal penalty
- \$ 30.00 Documents
- \$ 15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

*Hearing Aid Dispensers, Board of*

(406) 444-5433

■ **License: Hearing Aid Dispensers**

- COST: \$150.00 Application; \$125.00 renewal
- \$100.00 Original license
- \$ 65.00 Re-exam (written)
- \$ 55.00 Re-exam (practical)

CODE/ARM: Title 37, Chapter 16; ARM Title 8, Chapter 20

*Landscape Architects, Board of*

(406) 444-5433

■ **License: Landscape Architecture**

- COST: \$ 75.00 Application
- \$380.00 Full examination
- \$ 35.00 License
- \$110.00 Renewal

CODE/ARM: Title 37, Chapter 66; ARM Title 8, Chapter 24

**Medical Examiners, Board of**

(406) 444-4276 or 4284

■ **License: Acupuncture**

COST: \$20.00 Application fee; \$20.00 renewal fee

CODE/ARM: Title 37, Chapter 13; ARM Title 8, Chapter 28

■ **License: Medical Doctor**

COST: \$200.00 application fee; \$125.00 renewal fee

CODE/ARM: Title 37, Chapter 3; ARM Title 8, Chapter 28

■ **License: Nutritionist**

COST: \$45.00 application fee; \$20.00 renewal fee

CODE/ARM: Title 37, Chapter 25; ARM Title 8, Chapter 28

■ **License: Podiatrist**

COST: \$50.00 application fee; \$25.00 renewal fee

CODE/ARM: Title 37, Chapter 6; ARM Title 8, Chapter 28

■ **License: Physician Assistant-certified**

COST: \$50.00 application fee; \$35.00 renewal fee

CODE/ARM: Title 37, Chapter 20; ARM Title 8, Chapter 28

**Morticians, Board of**

(406) 444-5433

■ **License: Funeral Director**

COST: \$40.00 Renewal

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

■ **License: Mortician**COST: \$ 75.00 Application  
\$ 30.00 Intern  
\$ 60.00 Renewal  
\$ 25.00 Late Fee

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

■ **License: Mortuary**COST: \$200.00 New Facility Inspection Fee  
\$ 45.00 Original  
\$125.00 Renewal (includes inspection)  
\$100.00 Late rec

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

**Nursing, Board of**

(406) 444-2071 or 4279

■ **License: Registered or Licensed Practical Nurse**

COST: \$ 35.00 Examination or endorsement

\$ 20.00 Annual renewal

\$ 10.00 Endorsement license to another state

\$ 40.00 NCLEX fee to testing company

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

■ **License: Registered Nurse Specialty Area Recognition**

COST: \$25.00 Application fee, \$10.00 Renewal

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

**Nursing Home Administrators, Board of**

(406) 444-3728

■ **License: Nursing Home Administrator**

COST: \$ 50.00 Application

\$ 60.00 Temporary permit

\$100.00 May exam

\$120.00 November exam

\$ 60.00 Temporary permit

\$ 85.00 Reciprocal

\$100.00 Active renewal

\$ 50.00 Inactive renewal

\$ 10.00 Licensing history

\$ 50.00 Penalty-late renewal

\$ 10.00 Duplicate license

CODE/ARM: Title 37, Chapter 9; ARM Title 8, Chapter 34

**Occupational Therapists, Board of**

(406) 444-2961

■ **License: Occupational Therapist**

COST: \$160.00 Registered

\$160.00 Assistant

\$ 80.00 Permit holder

\$ 60.00 Active renewal

\$ 60.00 Late fee

\$ 15.00 Inactive renewal

CODE/ARM : Title 37, Chapter 24; ARM Title 8, Chapter 25

**Optometrists, Board of**

(406) 444-4294

■ **License: Optometrist**

COST: \$250.00 Reciprocity  
 \$125.00 Original license, \$100.00  
 Renewal

CODE/ARM: Title 37, Chapter 10; ARM  
 Title 8, Chapter 36

**Outfitters and Professional Guides,  
Board of**

(406) 444-3738

■ **License: Outfitter**

COST: \$ 50.00 Application  
 \$ 50.00 Exam fee  
 \$175.00 Investigation fee  
 \$100.00 Renewal fee  
 \$100.00 Inactive  
 \$ 50.00 Amended application and  
 re-exam  
 \$ 50.00 Late renewal penalty  
 \$ 75.00 Operational plan (review or  
 amend)  
 \$200.00 Equipment inspection  
 \$ 25.00 Guide license

CODE/ARM: Title 8, Chapter 39

**Passenger Tramways, Board of**

(406) 444-4370

■ **License: Certificate to Operate Tramway**

COST: \$100.00 each aerial passenger  
 tramway  
 \$ 50.00 each ski mobile or chairlift  
 \$ 25.00 each J-bar, T-bar, or platter  
 pull  
 \$ 25.00 each rope or wire tow

CODE/ARM: Title 23, Chapter 2

**Pharmacy, Board of**

(406) 444-1653

■ **License: Registered Pharmacist,  
Certified Pharmacy, Pharmacy Interns;  
Licenses for—Dangerous Drug:  
Manufacture/Distribute, Dispense, and  
Research/Analyze**

COST: \$ 60.00 Original Registration  
 (Pharmacist)  
 \$175.00 Examination  
 \$250.00 Reciprocity  
 \$ 55.00 Pharmacist annual renewal  
 \$110.00 Pharmacist late renewal

\$200.00 Certified pharmacy original  
 \$100.00 Certified pharmacy annual  
 renewal  
 \$200.00 Certified pharmacy late  
 renewal  
 \$ 75.00 Certified pharmacy, Class  
 IV Facility (original & renewal)  
 \$ 40.00 Intern registration  
 \$ 10.00 Certification of grades/  
 transfer of intern hours  
 \$ 15.00 Copies  
 \$100.00 Registration DDA  
 manufacture/distribute  
 \$ 35.00 Registration DDA dispense  
 \$ 50.00 Registration DDA  
 research/analyze

CODE/ARM: Title 37, Chapter 7, Title 45,  
 Chapters 9 & 10, Title 50,  
 Chapter 31; ARM Title 8,  
 Chapter 40

**Physical Therapists, Board of**

(406) 444-3728

■ **License: Physical Therapist**

COST: \$100.00 ASI Exam  
 \$100.00 Endorsement  
 \$ 25.00 Renewal  
 \$ 75.00 Late renewal  
 \$ 50.00 Temporary license  
 \$ 25.00 Original  
 \$ 5.00 Jurisprudence re-exam  
 \$ 5.00 Duplicate license

CODE/ARM: Title 37, Chapter 11; ARM  
 Title 8, Chapter 42

**Polygraph Examiners, Board of**

(406) 444-5433

■ **License: Polygraph Examiner**

COST: \$125.00 application; \$100.00 renewal  
 CODE/ARM: Title 37, Chapter 62; ARM  
 Title 8, Chapter 47

**Private Employment Agencies**

(406) 444-4370

■ **License: Private Employment**

COST: \$100.00 plus \$2,000.00 Surety Bond  
 required  
 \$100.00 Renewal fee  
 \$ 25.00 Transfer of license  
 \$ 15.00 Approval of amended  
 contracts

CODE/ARM: Title 39, Chapter 5; ARM Title  
 24, Chapter 19

***Private Security Patrolmen and Investigators, Board of***

(406) 444-3728

- **License: Private Security Patrolmen/Investigators**

COST: \$75.00 each—Contract security company, proprietary security organization, private investigator, qualifying agents and resident managers, and security alarm installer  
 \$25.00 Unarmed, \$35.00 Armed—License renewals (One-half price on renewals only for each additional license for dual or multiple licenses.)  
 \$15.00 each—Armed contract security employee, armed proprietary security employee; \$10.00 renewal fee  
 \$10.00 Unarmed employee, contract security employee, proprietary security employee, or alarm installer employee  
 \$ 5.00 Renewal; \$15.00 late renewal fee  
 \$15.00 Exam fee,  
 \$15.00 Re-exam fees  
 \$ 5.00 Late renewals  
 \$10.00 Branch office application

CODE/ARM: Title 37, Chapter 60; ARM Title 8, Chapter 50

***Professional Engineers & Land Surveyors, Board of***

(406) 444-4285

- **License: Engineer, Land Surveyor, Engineer-in-Training certification, Land Surveyor-in-Training, Engineer/Surveyor/Emeritus/Corp.**

COST: \$ 40.00 EIT application & exam  
 \$120.00 Montana EIT (Engineer application & exam)  
 \$140.00 Out-of-state EIT  
 \$100.00 Engineer comity (reciprocity)  
 \$ 60.00 LSIT application & exam  
 \$ 80.00 LS application & exam  
 \$100.00 LS comity & exam  
 \$160.00 E/S comity & exam  
 \$ 50.00 Re-exam (all categories)  
 \$ 40.00 PE, LS biennial renewal  
 \$ 60.00 E/S biennial renewal  
 \$ 15.00 Emeritus (one-time fee)  
 \$ 40.00 Corporation (first year)  
 \$ 15.00 Corporation renewal (biennial)

CODE/ARM: Title 37, Chapter 67; ARM Title 8, Chapter 48

***Psychologist, Board of***

(406) 444-5436

- **License: Psychologist**

COST: \$110.00 Application fee  
 \$150.00 Exam  
 \$110.00 Renewal fee

CODE/ARM: Title 37, Chapter 17; ARM Title 8, Chapter 52

***Public Accountants, Board of***

(406) 444-3739

- **License: Certified Public Accountants & Licensed Public Accountant**

COST: \$100.00 Exam  
 \$ 20.00 Re-exam fee for each part  
 \$ 70.00 Reciprocity or transfer of grades  
 \$ 50.00 Original & renewal of permit  
 \$ 25.00 Original & renewal for nonpermit holder

CODE/ARM: Title 37, Chapter 50; ARM Title 8, Chapter 54

***Radiologic Technologists, Board of***

(406) 444-4288

- **License: Radiological Technician**

COST: \$ 30.00 Application  
 \$ 15.00 Original certificate  
 \$ 25.00 Renewal  
 \$ 40.00 Penalty  
 \$ 15.00 Duplicate

CODE/ARM: Title 37, Chapter 14; ARM Title 8, Chapter 56

- **License: Radiologic Technician - Limited Permit Holder**

COST: \$ 30.00 General exam  
 \$ 15.00 Each additional exam  
 \$ 30.00 Application  
 \$ 15.00 Original certificate  
 \$ 25.00 Renewal  
 \$ 40.00 Penalty  
 \$ 15.00 Duplicate  
 \$ 70.00 Temporary permit

CODE/ARM: Title 37, Chapter 14; ARM Title 8, Chapter 56

**Real Estate, Board of**

(406) 444-2961

■ **License: Sales**

COST: \$ 40.00 Exam  
 \$ 35.00 License; \$40.00 renewal fee  
 \$ 40.00 Re-exam  
 \$ 40.00 Re-schedule

CODE/ARM: Title 37, Chapter 51; ARM  
 Title 8, Chapter 58

■ **License: Broker**

COST: \$ 40.00 Exam  
 \$ 65.00 License  
 \$ 60.00 Renewal fee  
 \$ 40.00 Re-exam  
 \$ 40.00 Re-schedule

CODE/ARM: Title 37, Chapter 51; ARM  
 Title 8, Chapter 58

■ **License: Branch Office**

COST: \$30.00 license; \$30.00 renewal fee  
 CODE/ARM: Title 37, Chapter 53; ARM  
 Title 8, Chapter 58

■ **License: Timeshare Sales**

COST: \$ 35.00 Exam  
 \$ 15.00 License  
 \$ 15.00 Renewal fee

CODE/ARM: Title 37, Chapter 53; ARM  
 Title 8, Chapter 58

■ **License: Timeshare Broker**

COST: \$ 35.00 Exam  
 \$ 35.00 License and renewal

CODE/ARM: Title 37, Chapter 53; ARM  
 Title 8, Chapter 58

■ **License: Timeshare Registration**

COST: \$500.00 License

CODE/ARM: Title 37, Chapter 53; ARM  
 Title 8, Chapter 58

**Sanitarians, Board of**

(406) 444-2961

■ **License: Registered Sanitarians**

COST: \$ 50.00 Application  
 \$ 90.00 Exam or re-exam  
 \$ 35.00 Renewal fee  
 \$ 35.00 Late fee  
 \$ 50.00 Reciprocity

CODE/ARM: Title 37, Chapter 40; ARM  
 Title 8, Chapter 60

**Social Work Examiners & Professional Counselors, Board of**

(406) 444-4285

■ **License: Social Worker or Professional Counselor**

COST: \$ 75.00 Application fee  
 \$ 75.00 Exam  
 \$ 75.00 Original license and  
 renewal (annual)

CODE/ARM: Title 37, Chapter 22 (Social  
 Workers); Title 37, Chapter 23  
 (Counselors); ARM Title 8,  
 Chapter 61

**Speech Pathologists & Audiologists, Board of**

(406) 444-2961

■ **License: Speech Pathologist, Audiologist, and Aide**

COST: \$ 40.00 Application  
 \$ 25.00 License  
 \$ 25.00 Renewal in addition to a  
 late fee of \$2.50 per month after  
 renewal date (cannot exceed \$25.00).  
 \$ 10.00 Inactive  
 \$ 20.00 Aide  
 \$ 10.00 Late fee (if application is  
 submitted after October 1)- aide only

CODE/ARM: Title 37, Chapter 15; ARM  
 Title 8, Chapter 62

**Veterinary Medicine, Board of**

(406) 444-5436

■ **License: Veterinarian**

COST: \$ 75.00 Exam application  
 \$ 50.00 Restoration  
 \$ 25.00 Renewal

CODE/ARM: Title 37, Chapter 18; ARM  
 Title 8, Chapter 64

**PUBLIC SAFETY DIVISION**

1424 9th Avenue  
 Helena, MT 59620  
 (406) 444-3737

■ **License: Certificate of Registered Tramway Engineer**

COST: \$10.00 application; \$5.00 renewal

CODE/ARM: Title 23, Chapter 2; ARM  
 Title 8, Chapter 72

## **DEPARTMENT OF FAMILY SERVICES**

### **Protective Services Division**

48 North Last Chance Gulch  
P.O. Box 8005  
Helena, MT 59620  
(406) 444-5900

- **License: Adult Foster Care—Four or Fewer Disabled Adults or Aged Persons**  
COST: None  
CODE/ARM: Title 53, Chapter 5; ARM Title 11, Chapter 16
- **License: Child Adoption Agencies**  
COST: None  
CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11
- **License: Child Care Agencies—24-Hour Care/13 or More Children**  
COST: None  
CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12
- **License: Community Homes for Developmentally Disabled**  
COST: None  
CODE/ARM: Title 53, Chapters 4 & 20; ARM Title 11, Chapter 18
- **License: Day Care Center—Less Than 24-Hour Care/13 or More Children**  
COST: None  
CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 14
- **License: Group Homes for the Physically Disabled—Two to eight severely disabled persons**  
COST: None  
CODE/ARM: Title 53, Chapter 19; ARM Title 11, Chapter 19
- **License: Youth Corrections—Youth Detention Facility**  
COST: None  
CODE/ARM: Title 41, Chapter 5; ARM Title 11, Chapter 17
- **License: Youth Foster Care—24-Hour Care/Six or Fewer Children**  
COST: None  
CODE/ARM : Title 41, Chapter 3; ARM Title 11, Chapter 12
- **License: Youth Group Home—24-Hour Care/7-12 Children**  
COST: None  
CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12
- **License: Child Placing Agencies**  
COST: None  
CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11

## **DEPARTMENT OF FISH, WILDLIFE, AND PARKS**

### **Law Enforcement Division**

1420 East 6th Avenue  
Helena, MT 59620  
(406) 444-2452

- **License: Bird Farm Permit/Fur Farm Permit**  
COST: \$25.00 initial; \$15.00 renewal annually  
CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- **License: Commercial Minnow Seining License**  
COST: \$10.00 annually  
CODE/ARM: Title 87, Chapters 3 & 4; ARM Title 12, Chapter 7
- **License: Fishing Pond—Commercial**  
COST: \$500.00 Surety Bond required  
CODE/ARM: Title 87, Chapter 4
- **License: Fishing Pond—Private**  
COST: None  
CODE/ARM: Title 87, Chapter 4

- **License: Fur/Hide Dealer License**  
 COST: \$ 10.00 Resident  
       \$ 50.00 Nonresident minimum, or same as applicant's home state, whichever is higher  
       \$ 10.00 Fur Dealer Agent  
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- **License: Fur Farm**  
 COST: \$ 25.00 new; \$15.00 renewal  
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- **License: Game Farm Permit**  
 COST: \$100.00 initial fee; \$25.00 annual renewal  
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- **License: Shooting Preserve License**  
 COST: \$50.00 for first 160 acres, plus \$20.00 for each additional 160 acres  
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

- **License: Taxidermist License**  
 COST: \$15.00  
 CODE/ARM: Title 87, Chapter 4
- **License: Zoo (roadside) or Menagerie Permit**  
 COST: \$ 10.00 for 5 animals or less  
       \$ 25.00 for more than 6 animals  
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

### Fisheries Division

1420 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-2449

- **License: Commercial Fishing Permit**  
 COST: \$500.00 Class A  
       \$200.00 Class B  
       No fee for Class X  
 CODE/ARM: Title 87, Chapters 3 & 4; ARM Title 12, Chapter 7

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## *DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES*

### Food and Consumer Safety Bureau

1400 Broadway  
 Cogswell Building  
 Helena, MT 59620  
 (406) 444-2408

- **License: Food Purveyor License**  
 COST: \$ 60.00 Annually  
       \$ 25.00 Late fee penalty  
 CODE/ARM: Title 50, Chapter 50; ARM Title 16, Chapter 10  
 Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.
- **License: Public Accommodation License (hotel/motel, tourist home, rooming house or boarding house, retirement home)**  
 COST: \$ 40.00 Annually  
       \$ 25.00 Late fee penalty  
 CODE/ARM: Title 50, Chapter 51; ARM Title 16, Chapter 10  
 Individuals must contact the County Sani-

tarian in the county in which the business will operate to receive license.

- **License: Public Swimming Pool/Spa or Area Approval**  
 COST: \$ 50.00 or \$75.00 (New license effective calendar year 1992)  
       \$ 50.00 fee for owner/operator also licensed as Public Accommodations  
       \$ 25.00 late fee penalty will be assessed for making license application after Jan. 1, 1992, and annual renewal application after license expiration date (New—Jan. 1, 1992).  
 CODE/ARM: Title 50, Chapter 53; MCA Title 50, Chapter 53
- **License: Septic Tank, Cesspool, and Privy Cleaner License**  
 COST: \$ 25.00 annually; \$25.00 late fee penalty  
 CODE/ARM: Title 37, Chapter 41; ARM Title 16, Chapter 14  
 Disposal sites must be approved by county health officer or sanitarian.

- **License: Swimming Pool or Area Approval**  
 COST: \$ 50.00 or \$75.00  
     \$ 25.00 Late fee penalty  
     \$ 50.00 Fee for owner/operators also licensed as Public Accommodations  
 CODE/ARM: Title 50, Chapter 53; ARM Title 16, Chapter 10  
 Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.
- **License: Tourist Campground and/or Trailer Court License (rv & tent spaces, mobile home sites), youth camps, and work camps**  
 COST: \$ 40.00 Annually  
     \$ 25.00 Late fee penalty  
 CODE/ARM: Title 50, Chapter 52; ARM Title 16, Chapter 10  
 Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.

## Health Services Division

### Emergency Medical Services Bureau

1400 Broadway  
 Cogswell Building  
 Helena, MT 59620  
 (406) 444-3895

- **License: Emergency Medical Services License to conduct air, ground transport, or nontransport of emergency medical service.**  
 COST: \$35.00 for two (2) years; \$35.00 renewal  
 CODE/ARM: Title 50, Chapter 6; ARM Title 16, Chapter 30  
 Detailed licensing requirements are contained in the Administrative Rules.

### Occupational Health Bureau

Cogswell Building  
 Helena, MT 59620  
 (406) 444-3671

- **License: Accreditation of Asbestos Inspector; Asbestos Management Planner; Asbestos Abatement Project Designer; Asbestos Abatement Contract**

### tor/Supervisor; and Asbestos Worker.

COST: \$ 25.00 Worker  
 \$100.00 Contractor Supervisor  
 \$200.00 Project Designer  
 \$100.00 Management Planner  
 \$100.00 Inspector  
 (\$200.00 maximum); same cost yearly. Renewal requires completion of refresher course referred to in ARM 16.42.320.

CODE/ARM: MCA Title 75, Chapter 2; ARM Title 16, Chapter 42

- **License: Asbestos Abatement Project Permits**

COST: Based on contract volume for asbestos abatement per project.

CODE/ARM: MCA Title 75, Chapter 2; ARM Title 16, Chapter 42

- **License: Asbestos Abatement Annual Permits**

COST: Annually, based on contract volume for asbestos abatement referred to in ARM Title 16, Chapter 42

CODE/ARM: MCA Title 75, Chapter 2; ARM Title 16, Chapter 42

The facility must maintain asbestos health and safety program which incorporates standard operating procedures for employees involved in asbestos abatement projects in accordance with 29 CFR 763.120, 1888 ed., 40 CFR 763.121, 1988 ed., and 40 CFR 763.124, 1988 ed., and must continuously employ asbestos workers accredited by the department.

- **License: Emergency Asbestos Project Permits**

COST: Based on volume contract of asbestos abatement referred to in ARM Title 16, Chapter 42

CODE/ARM: MCA Title 75, Chapter 2; ARM Title 16, Chapter 42

## Environmental Sciences/Solid & Hazardous Waste Bureau

836 Front Street  
 Helena, MT 59620  
 (406) 444-1430

- **License: Motor Vehicle Wrecking Facility/Graveyard**

COST: \$50.00 annually; renewal on January 1 of each year

CODE/ARM: MCA Title 75, Chapter 10; ARM Title 16, Chapter 14

Application must be made on forms provided by the department or the local county junk vehicle program.



■ **License: Solid Waste Management System License**

COST: Varies: up to \$10,000.00 or more (one-time application fee)  
Renewals between \$2,500.00-\$3,500.00 or more

CODE/ARM: MCA Title 75, Chapter 10

New fees not yet codified. Includes a wide range of municipal, private industrial, and commercial solid waste management and disposal activities.

■ **License: Halogenated Solvent User Registration**

COST: None; one-time registration, no renewal

CODE/ARM: MCA Title 75, Chapter 10

■ **License: Hazardous Waste Transporter Registration**

COST: None; renewal every three years

CODE/ARM: MCA Title 75, Chapter 10;  
ARM Title 16, Chapter 44

■ **License: Hazardous Waste Management Faculty Permit**

COST: Application and renewal fees dependent upon hazardous waste management processes employed. Annual fees assessed dependent upon total quantity of hazardous waste received at facility.

CODE/ARM: MCA Title 75, Chapter 10;  
ARM Title 16, Chapter 44

■ **License: Hazardous Waste Generator Registration**

COST: Annual fees assessed depending upon quantity of hazardous waste generated. Annual renewals.

CODE/ARM: MCA Title 75, Chapter 10;  
ARM Title 16, Chapter 44

■ **License: Underground Storage Tank Installer/Remover License**

COST: \$50.00 examination fee; \$25.00 renewals

CODE/ARM: MCA Title 75, Chapter 11;  
ARM Title 16, Chapter 45

License valid for three (3) years, renewed annually. During three-year license term, 16 hours of continuing education credits must be received by licensee for license renewal.

■ **License: Underground Storage Tank Inspector License**

COST: \$50.00 examination fee; \$25.00 annual renewal

CODE/ARM: MCA Title 75, Chapter 11;  
ARM Title 16, Chapter 45

License valid for three (3) years, renewed annually. During three-year license term, 16 hours of continuing education credits must be received by licensee for license renewal. Must be an employee or contractor with a Local Governmental Implementing Agency for the UST Program to be licensed.

## Water Quality Bureau

1400 Broadway  
Cogswell Building  
Helena, MT 59620  
(406) 444-2406

■ **License: Subdivision Certificate of Approval**

COST: No more than \$100.00 per living unit. This section has not yet been codified.

CODE/ARM: Title 76, Chapter 4; ARM Title 16, Chapter 16

## Licensing, Certification, & Construction Bureau

1400 Broadway  
Cogswell Building  
Helena, MT 59620  
(406) 444-2037

■ **License: Health Care Facility License**

**Adult Day Care Center**  
**Ambulatory Surgical Facility**  
**Chemical Dependency Facility**  
**Health Maintenance Organization**  
**Home Health Agency**  
**Home IV Services (Single Service)**  
**Hospice**  
**Hospital**  
**Infirmary**  
**Intermediate Care Facility for the Mentally Retarded**  
**Kidney Treatment Center (ESRD clinic)**  
**Long-term Care Facility (Nursing Home)**  
**Medial Assistance Facility**  
**Mental Health Center**  
**Outpatient Facility**  
**Personal Care Facility**  
**Public Health Center**  
**Rehabilitation Facility**  
**Residential Treatment Facility**  
**Specialty Mental Health Facility**  
**Swing Beds (Hospital)**

COST: \$ 20.00 annually—facilities with 20 beds or less

\$ 1.00 per bed annually—facilities with 21 beds or more

\$ 20.00 annually—services without inpatient beds

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

- **License: Certification of Health Care Facilities**  
**Federal U.S.C. Authority: Title 18 (Medicare) and 19 (Medicaid)**  
**Ambulatory Surgical Center**  
**Comprehensive Outpatient Rehabilitation Facility**  
**ESRD and Outpatient Radiation Therapy Facility**  
**Home Health Agency**  
**Hospice**  
**Hospital**  
**Hospital Laboratory (licensed for CLIA)**  
**Independent Laboratory Long-term Care Facility (Nursing Home) Medical Assistance Facility**  
**Outpatient Physical Therapy, Occupational Therapy, Speech Pathology**  
**Rural Health Clinic**  
 CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

- **License: Certificate of Need for Health Care Facilities/Services**  
**Ambulatory Surgical Center**  
**Capital Expenditures**  
 A) \$1,500,000 for construction of health care facilities  
 B) \$750,000 for acquisition of new equipment  
 C) \$150,000 for new services  
**Chemical Dependency Facility**  
**Home Health Agency**  
**Home IV Services (Single Service)**  
**Inpatient Psychiatric**  
**Intermediate Care Facility for the Mentally Retarded**  
**Long-term Care Facility (Nursing Home)**  
**Medical Assistance Facility**  
**Mental Health Center with Inpatient Services**  
**Personal Care Facility**  
**Rehabilitation Facility (Inpatient)**  
**Residential Treatment Facility**  
**Specialty Mental Health Facility**  
**Swing Beds**  
 COST: \$500.00 or 0.35% of total capital expenditure, whichever is greater  
 CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

## **DEPARTMENT OF CORRECTIONS & HUMAN SERVICES**

### **Alcohol and Drug Abuse Division**

1539 11th Avenue  
 Helena, MT 59620  
 (406) 444-2827

- **License: Approval of Chemical Dependency Treatment Service**  
 COST: None; annual renewal  
 CODE/ARM: Title 53, Chapter 24; ARM Title 20, Chapter 3
- **License: Chemical Dependency Education Course**  
 COST: None; annual renewal

CODE/ARM: Title 53, Chapter 24; ARM Title 20, Chapter 3

Must be an approved chemical dependency program as a prerequisite to this approval.

- **License: Certification System for Chemical Dependency Personnel**  
 COST: \$50.00 (written exam fee)—certified every 4 years  
 CODE/ARM: Title 53, Chapter 24; ARM Title 20, Chapter 3

# DEPARTMENT OF JUSTICE

## Motor Vehicle Division

### Title & Registration Bureau

925 Main Street  
Deer Lodge, MT 59722  
(406) 846-1424

■ **License: Auto Auction**

COST: \$ 500.00 for each first time application; \$100.00 annual renewal

CODE/ARM: Title 61, Chapter 2

■ **License: All Terrain Vehicle (ATV)**

COST: \$ 5.00 Application  
\$ 2.00 ATV certificate

CODE/ARM; Title 23, Chapter 2

■ **License: Boat Dealers**

COST: \$ 5.00 for two (2) decals  
\$ 2.00 for each additional decal

CODE/ARM: Title 23, Chapter 2

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond. Dealer must sell a minimum of five (5) boats a year or pay an additional fee of \$50.00 for that year.

■ **License: Manufacturer, Distributor, or Importer**

COST: \$15.00 annually; renewal in June of each year

CODE/ARM: Title 61, Chapter 4

■ **License: Motorcycle Dealers**

COST: \$ 45.00 License fee  
\$ 5.00 Application fee  
\$ 3.00 per set of demonstration plates\*\*

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$10,000.00 Surety Bond. Must maintain on file with the Title & Registration Bureau a copy of current certified sales or franchise agreement from distributor.

■ **License: New Car Dealer**

COST: \$ 25.00 License fee includes one (1) set of dealer plates\*\* \$5.00 Application fee

\$ 25.00 per set of additional dealer plates

\$ 3.00 per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$25,000.00 Surety Bond. Must maintain on file with the Title & Registration Bureau a copy of current certified sales or franchise agreement from distributor.

■ **License: Recreational Vehicle Dealer**

COST: \$ 25.00 License fee includes one (1) set of dealer plates\*\*

\$ 5.00 Application fee

\$ 25.00 per set of additional dealer plates

\$ 3.00 per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$2,000.00 Surety Bond. Must certify that applicant is recognized by a manufacturer, importer, or distributor as a dealer in recreational vehicles.

■ **License: Snowmobile Dealers**

COST: \$ 5.00 Application fee and \$5.00 registration fee entitles dealer to two (2) identification cards

\$ 2.00 per additional identification card

CODE/ARM: Title 23, Chapter 2

■ **License: Trailer Dealer and Special Mobile Equipment**

COST: \$ 45.00 License fee

\$ 5.00 Application fee

\$ 3.00 per set of demonstrator plates\*\*

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$25,000.00 Surety Bond if trailer gross vehicle weight (GVW) exceeds 6,000 lbs.; \$10,000.00 Surety Bond if trailer GVW is under 6,000 lbs.

■ **License: Used Car Dealer**

COST: \$300.00 Initial fee for original application

\$ 6.00 Application fee

\$ 25.00 License fee includes set of dealer plates\*\*

\$ 3.00 per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$25,000.00 Surety Bond. Used car dealers must sell a minimum of six (6) cars per year or the initial \$300.00 fee will have to be paid upon renewal of the license.

\*\*After July 1 of each year, the dealer demonstration plate fee is cut in half for the remainder of that year.

■ **License: Wholesaler License (in any category)**

COST: \$ 30.00 License  
 \$ 3.00 Wholesaler plates (no dealer plates)

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$10,000.00 Surety Bond.

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## DEPARTMENT OF LABOR AND INDUSTRY

### Research Safety & Training Division

1327 Lockey Avenue  
 Helena, MT 59624  
 (406) 444-6401

■ **License: Boiler Engineer**

COST: \$ 8.00 Low Pressure  
 \$ 12.00 Third Class  
 \$ 20.00 Second Class  
 \$ 30.00 First Class  
 \$ 4.00 Renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

■ **License: Construction Blaster**

COST: \$ 5.00 Application fee  
 \$ 5.00 Examination fee  
 \$ 15.00 License fee  
 \$ 10.00 Renewals

CODE/ARM: Title 37, Chapter 72; ARM Title 24, Chapter 30

■ **License: Crane and Hoisting**

COST: \$ 12.00 Third Class  
 \$ 20.00 Second Class  
 \$ 30.00 First Class  
 \$ 4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

First and Second Class require an Annual Physical Form signed by a medical doctor. Third Class does not need annual physical.

■ **License: Hoisting Engineer**

COST \$ 20.00 Second Class  
 \$ 30.00 First Class  
 \$ 4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

Annual renewal must have current Annual Physical Form signed by a medical doctor.

■ **License: Traction License**

COST: \$12.00; license; \$4.00 renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

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## DEPARTMENT OF LIVESTOCK

### State Veterinarian

301 North Roberts Street  
 Scott Hart Building  
 Helena, MT 59620  
 (406) 444-2043

■ **License: Health Certificates procured at owner's expense at origin**

■ **License: Animal Importation Permit**

COST: None  
 CODE/ARM: Title 81, Chapter 2; ARM Title

32, Chapter 3

■ **License: Bone Meal Exemption Permit**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 6

■ **License: Bovine Semen Shipment, Manufacture or Sale Permit**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 3

■ **License: Brucellosis Vaccination Certificate**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 3

■ **License: Condensed, Evaporated, or Powdered Milk Factory**

COST: \$50.00 annually

CODE/ARM: Title 81, Chapter 21; ARM None—see Federal Regulation

■ **License: Cream Station**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

■ **License: Dairy Farmer**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 9

A dairy is a place where milk or cream is produced and kept in its original form for public consumption.

■ **License: Egg Dealers**

COST: \$ 5.00 Retailer

\$ 20.00 Wholesale annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

Applies to those selling more than 25 cases per month.

■ **License: Egg Graders**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

■ **License: Fluid Milk Plant**

COST: \$50.00 annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 9

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

■ **License: Garbage Feeding Establishment (for swine consumption)**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 6

Must comply with specific cooking of garbage requirements.

■ **License: Grader, Weigher, Sampler, and Hauler**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 22; ARM

Title 32, Chapter 10

Required for grading, weighing, sampling, or hauling dairy products.

■ **License: Manufactured Dairy Products**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

Not required if dairy licensed under MCA Title 81, Chapter 21.

■ **License: Manufactured Dairy Products Plant**

COST: \$50.00 annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

■ **License: Milk & Cream Tester**

COST: \$10.00 annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

■ **License: Milk Distributor**

COST: \$10.00 annually

CODE/ARM: Title 81, Chapter 23; ARM Title 32, Chapter 10

■ **License: Montana Quality Label**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 6

■ **License: Permission for Sale or Distribution of Animal Tuberculin**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 3

Department must be notified of destination

■ **License: Meat/Poultry Slaughterhouse, Meat/Poultry Packinghouse, Meat/Poultry Depot**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Slaughterhouse means place where meat and/or poultry are butchered. Meat and/or poultry are butchered.

Packinghouse means place where meat and/or poultry are prepared and/or processed.

Meat Depot means place where meat and/or poultry products are stored.

■ **License: Rendering or Disposal Plant**

COST: \$5.00 annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

**Brand Enforcement Division**

301 North Roberts Street  
 Scott Hart Building  
 Helena, MT 59620  
 (406) 444-2045

- **License: Aerial Hunting Permit (of Coyotes)**

COST: \$ 30.00 for one (1) year  
 \$ 40.00 for two (2) years  
 \$ 50.00 for three (3) years  
 CODE/ARM: Title 81, Chapter 7; ARM  
 Title 32, Chapter 22

- **License: Hide Dealers or Buyers**

COST: \$5.00 annually  
 CODE/ARM: Title 81, Chapter 8; ARM  
 Title 32, Chapter 15

- **License: Livestock Dealers**

COST: \$50.00 annually  
 CODE/ARM: Title 81, Chapter 8; ARM  
 Title 32, Chapter 15

- **License: Livestock Market Certificate of Public Convenience & Necessity**

COST: \$100.00 annually  
 CODE/ARM: Title 81, Chapter 8; ARM  
 Title 32, Chapter 15

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## **DEPARTMENT OF NATURAL RESOURCES & CONSERVATION**

**Conservation Districts Bureau**

1520 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-3633

- **License: Grass Conservation and Grazing District Fees**

COST: Fees are assessed of grazing permit holders withing cooperative State grazing districts. DNRC collects \$.05 per animal unit for administration; a maximum of \$.15 per animal unit is allowed by law.

Collected by Department of Natural Resources and Conservation, Conservation Districts Bureau

- **License: Water Reservation**

COST: \$100.00\*  
 CODE/ARM: Title 85, Chapter 2; ARM  
 Title 36, Chapter 16

\*Other costs may be incurred in the preparation of an EIS and in conducting a contested case hearing. Potential applicants should contact DNRC well in advance of anticipated application date.

Public entities may "reserve" water for future beneficial users or to maintain minimum stream flows. Applicants must establish purpose, need, water availability, and amount of water required. Board of Natural Resources and Conservation makes final decision on granting reservation requests.

**Conservation and Resource Development Division**

1520 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-6667

- **License: 310 Permit (Issued by individual Conservation Districts)**

COST: None  
 CODE/ARM: Title 75, Chapter 7; ARM  
 Title 36, Chapter 6

Permit required for any physical alteration of a natural, perennially flowing stream.

**Energy Division**

1520 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-6697

- **License: Certificate of Public Need and Environmental Compatibility**

COST: Cost of processing application, not to exceed maximums based upon the estimated cost of the facility, according to the following scale:  
 4% of estimated cost up to \$1 million, plus  
 1 % of estimated cost over \$1 million and up to \$20 million, plus

0.5% of estimated cost over \$20.00 million and up to \$100 million, plus  
 0.25% of estimated cost over \$100.00 million and up to \$300 million, plus  
 0.125% of estimated cost over \$300.00 million and up to \$1 billion, plus  
 0.05% of any amount of estimated cost over \$1 billion

CODE/ARM: Title 75, Chapter 20; ARM Title 36, Chapter 7

Certificate required for major facilities of specified capacities that generate or transmit electricity, produce gas or liquid hydrocarbon products from coal, enrich uranium minerals, utilize or convert coal, or utilize geothermal resources, and their associated facilities such as transportation links, aqueducts, dams, and substations. Not pertinent to most small businesses.

## Oil and Gas Conservation Division

1520 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-6675

### ■ License: Drilling Permit

COST: \$ 25.00 for each well whose depth is 3,500 feet or less  
 \$ 75.00 for each well whose depth is 3,501 ft. to 7,000 ft.  
 \$150.00 for each well whose depth is greater than 7,000 ft.  
 Before drilling any oil or gas well, stratigraphic test well or core hole, a person must secure a permit.

CODE/ARM: Title 82, Chapter 11; ARM Title 36, Chapter 22

Permit required prior to commencing the drilling of a well for oil and gas.

### ■ License: Geophysical Exploration Permit\*

COST: \$5.00 per calendar year and a Surety Bond of \$1 0,000 for a single geophysical crew or a blanket Surety Bond of \$25,000 for all geophysical crews of a firm.

CODE/ARM: Title 82, Chapter 1; ARM Title 36, Chapter 22

\*Geophysical exploration permits are issued by the various county clerk and recorders. The bond is required by the Secretary of State. The Oil & Gas Division is involved in regulation of location and plugging procedures ONLY.

## Water Resources Division

1520 East 6th Avenue  
 Helena, MT 59620  
 (406) 444-6601

### ■ License: Application for Provisional Permit for Completed Stockwater Pit or Reservoir

COST: \$10.00\*

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

\*Maximum capacity of the pit or reservoir must be less than 15 acre-feet.

### ■ License: Beneficial Water Use Permit

COST: A) Ground water: Effective July 1, 1991, through July 1, 1993, \$1.00 per acre-foot shall be charged in addition to the rate shown in (B) or (C).

B) Application for consumptive uses:  
 0—less than 25 acre-feet per year  
 \$50.00

25—less than 100 acre-feet per year  
 \$100.00

100—less than 500 acre-feet per year  
 \$150.00

500—less than 1,000 acre-feet per year  
 \$200.00

1,000 or more acre-feet per year  
 \$250.00

For a diversion rate increase and no acre-foot increase, the minimum fee shall apply.

C) Application for nonconsumptive uses:

0—less than 1,000 acre-feet per year  
 \$50.00

1,000—less than 10,000 acre-feet per year  
 \$100.00

10,000 or more acre-feet per year  
 \$200.00

For any application with a combination of consumptive and nonconsumptive uses, the rate schedule shown above in A shall apply.

D) For any request for an Interim Permit to drill and test only, there shall be a fee of \$10.00 in addition to the rate shown in A or B above.

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating ground water outside a controlled ground water area, where a permit is not required for a well or developed spring of 36 gallons per minute or

less, not to exceed 10 acre-feet. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to any business or other user using water from municipal systems.

■ **License: Authorization to Change Appropriation Water Right**

COST: \$50.00

For change applications concerning a replacement well or reservoir in the same source for domestic or stock watering purposes; flat rate fee of \$10.00

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

Approval required for changing the place of diversion, place of use, or purpose of use.

Not pertinent to any business or other user using water from municipal systems.

■ **License: Lakeshore Work Permit**

COST: \$10.00

CODE/ARM: Title 75, Chapter 7

Permit required for any work that will alter the source, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has

adopted lakeshore protection regulations.

■ **License: Notice of Completion of Ground Water Development**

COST: \$20.00\*

CODE/ARM: Title 85, Chapter 2

\*Ground water developments with a maximum use of 35 gallons per minute or less, not to exceed 10 acre-feet on a well or developed spring. Effective July 1, 1991, through July 1, 1993, \$10.00 of this fee shall be deposited in the ground water assessment account required in 85-2-306(5) MCA.

■ **License: Weather Modification License**

COST: \$100.00

CODE/ARM: Title 85, Chapter 3; ARM Title 26, Chapter 20

License required for any person desiring to engage in weather modification activities.

■ **License: Weather Modification Permit**

COST: 1% of estimated cost of weather modification operation

CODE/ARM: Title 85, Chapter 3; ARM Title 26, Chapter 20

Permit required before any weather modification or control activity may proceed.

**PUBLIC SERVICE COMMISSION**

**Transportation Division**

1701 Prospect Avenue, Building D  
Helena, MT 59620  
(406) 444-6191

■ **License: Certificate of Public Convenience and Necessity**

COST: Application Fees:  
\$100.00 1-5 counties

\$200.00 6-25 counties

\$300.00 25 counties to statewide

CODE/ARM: Title 69, Chapters 11 & 12;  
ARM Title 38, Chapters 2 & 3

Certificate is required for the transportation of goods for hire. Burden of proof is on the applicant to prove that he is fit, willing, and able to provide the service, and that there is a public need for the service.

**DEPARTMENT OF REVENUE**

**Corporation Tax Bureau**

Mitchell Building, Room 322  
Helena, MT 59620  
(406) 444-2441

■ **License: Nonprofit Organizations**

COST: None  
CODE/ARM: Title 15, Chapter 31 ; ARM Title 42, Chapter 23

Must register with Secretary of State as a nonprofit organization

■ **License: Retail Cement Dealer's License Tax/Cement & Gypsum Producer's License Tax**

COST: .22c/ton of cement  
.05c/ton of gypsum

CODE/ARM: Title 15, Chapter 59



## Income & Miscellaneous Tax Division

### Business Tax Section

Mitchell Building, Room 426  
Helena, MT 59620  
(406) 444-3388

■ **License: No store license required after August 31, 1991**

CODE/ARM: Title 15, Chapter 57

■ **License: Accommodations Registration (Bed Tax)**

COST: A fee of 4% charged to the user for a room fee of \$14.98 or more

CODE/ARM: Title 15, Chapter 65; ARM Title 42, Chapter 14

This charge is assessed on users of hotels, motels, campgrounds, RV parks, dude ranches, condominiums, resorts, inns, bed and breakfasts, dormitories, public lodging houses, and hostels. The owner/operator of each facility is responsible for collecting and remitting the tax to the Department of Revenue quarterly.

■ **Nursing Facility Bed Tax**

COST: Based on the number of beds, per bed day, at \$1.00 per bed per day

Exempt if an individual is paying for his or her own care costs.

■ **License: Cigarette Dealer**

COST: \$5.00 to \$50.00 Annually

CODE/ARM: Title 16, Chapter 11; ARM Title 42, Chapter 31

■ **License: Registration of Employer for Withholding Tax Purposes**

COST: None

CODE/ARM: Title 15, Chapter 30; ARM Title 42, Chapter 17

## Liquor Division

Mitchell Building, Room 375  
Helena, MT 59620  
(406) 444-2540

■ **License: All-Beverage**

COST: From \$400.00 to \$800.00 annually by population, plus \$100.00 for processing applications, and \$20,000.00 original fee for cities with populations over 10,000.

Nationally chartered veterans' organizations \$250.00 to \$650.00

Passenger carrier license (railroads and airlines) \$300.00 each

Special all-alcoholic beverage for veterans' and fraternal organizations \$20.00

Resort \$2,000.00

Catering endorsement \$250.00 annually, plus \$35.00 for each event.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

■ **License: Airport—all-beverage license**

COST: \$800.00—one-time fee, but must file renewal application each year. License is nontransferable.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

■ **License: Beer Retail**

COST: \$200.00 On/off premise—annually, plus \$100.00 fee for processing applications

\$ 30.00 (2-day minimum, then \$15.00 per day thereafter) for special beer and/or table wine permits for associations or corporations

\$ 10.00 per day, veterans' or fraternal special permit

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

■ **License: Beer Wholesaler**

COST: \$400.00 annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

■ **License: Brewer or Beer Importer**

COST: \$500.00 annually, plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

■ **License: Liquor Manufacturer**

COST: \$600.00 annually, plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

■ **License: Nonprofit Arts Organization On-premise Consumption (beer/wine)**

COST: \$250.00 annually each July 1, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4

■ **License: Publicly Owned Golf Course Beer and Wine License**

COST: \$400.00 Annually each July 1, plus \$100.00 fee for processing applications

CODE/ARM: MCA Title 16, Chapter 4; ARM 42, Chapter 12

- **License: Tourboat endorsement on a Resort License**  
 COST: \$200.00 annually; must file renewal application each year  
 CODE/ARM: MCA Title 16, Chapter 4; ARM Title 42, Chapter 12
- **License: Wine Distributor**  
 COST: \$400.00 annually, plus \$100.00 fee for processing applications  
 CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12
- **License: Wine Retail**  
 COST: \$200.00 annually, on/off premises, plus \$100.00 fee for processing applications  
 CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

### Motor Fuels Tax Division

2517 Old Airport Road  
 Upstairs, Liquor Warehouse  
 Helena, MT 59601  
 (406) 444-3474

- **License: Alcohol Distributor**  
 COST: Varies  
 CODE/ARM: Title 15, Chapter 70
- **License: Diesel Fuel Dealer & User**  
 COST: Required bond amount determined by

division. The bond can be either a Surety Bond or Cash Bond.

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 28

- **License: Gasoline Dealer Refund Permits**  
 COST: None; nontransferable; shall be issued until canceled for cause  
 CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 27
- **License: Gasoline Distributor**  
 COST: Varies  
 CODE/ARM: Title 15, Chapter 70; ARM None

### Natural Resource and Corporation Tax Division

Sam W. Mitchell Building, Room 332  
 Helena, MT 59620  
 (406) 444-2441

- **License: Oil and Gas Privilege and License Tax**  
 COST: All operators and producers of oil and gas are required to pay an assessment on crude petroleum or natural gas at a rate not to exceed 2/10 of 1% of its market value.  
 CODE/ARM: Title 82, Chapter 11; ARM None

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### Corporations Bureau

State Capitol, Room 225  
 Helena, MT 59620  
 (406) 444-3665

- **License: Articles of Incorporation**  
 COST: \$20.00 plus license fee based on authorized shares (Minimum \$70.00)  
 CODE/ARM: Title 35, Chapter 1 ; ARM Title 44, Chapter 5  
 Further forms will be required for any amendments to articles.
- **License: Certificate of Limited Partnership**  
 COST: \$20.00  
 CODE/ARM: Title 35, Chapter 12; ARM Title 44, Chapter 5

### SECRETARY OF STATE

Further forms will be required for any amendments to registration.

- **License: Registration of Assumed Business Name (DBA)**  
 COST: \$15.00; renewed every 5 years  
 CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5  
 Further forms will be required for any amendments to registration.
- **License: Registration of Trademark**  
 COST: \$20.00; renewed every 10 years  
 CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5  
 Further forms will be required for any amendments to registration.

NOTE: Facsimile services available. Please contact the Secretary of State's office.

## DEPARTMENT OF STATE LANDS

### Land Administration

1625 Eleventh Avenue  
Helena, MT 59620  
(406) 444-2074

#### ■ License: Land Use Fees

**COST:** These fees include grazing and agricultural lease fees, mining leases, prospecting permits, oil and gas leases, right-of-way easements, and others. Any individual considering the use of state land for any purpose should consult the nearest Department office. Required of those using state school trust lands.

Collected by: Department of State Lands

#### ■ License: Professional Financial Consulting

**COST:** Fees set by rule, up to 50 percent of the actual direct cost of services, not to exceed \$250.

Collected by: Department of Agriculture

#### ■ License: Recreational Use License sold by authorized Fish, Wildlife, and Parks license agents

**COST:** \$5.00 annually (March 1-February 28)

**CODE/ARM:** ARM has not yet been codified; MCA, Chapter 609-Laws of the 1991 Legislative Session; Amends 17-70-502, 19-8-504, 77-1-101, 77-1-202, 77-1-203, 77-1-204, 77-1-402, 87-1-102, 87-1-502, 87-1-504, and 87-1-601

Required of those using state school trust lands for hunting and fishing. Other types of recreational use require Land Use License with the fees variable depending on use.

### Forestry Division

Central Office  
8001 North Montana Avenue  
Helena, MT 59620  
(406) 444-3633

#### ■ License: Forest Products

**COST:** Permits are required to harvest forest products from state-owned forest land. These include fire wood, Christmas trees, posts, poles, and saw timber. Permits are required in all cases and fees vary. Contact nearest Department office for more information.

Collected by: Information available from and

fees collected by Department of State Lands, Forestry Division

#### ■ License: Sawmill License

**COST:** Portable sawmills located on forest land must be licensed. License fee—\$2.00.

Collected by: Department of State Lands

#### ■ License: Special Use Fees

**COST:** Use of state-owned forest or water resource land for grazing livestock, cabin sites, right-of-way easements, etc. requires special use permits. Fees vary depending on use.

Collected by: Department of State Lands

#### ■ License: Timber Slash

**COST:** Before cutting forest trees or building logging roads on private lands, you must sign a Hazard Reduction Agreement with the Department of State Lands (DSL). The agreement says that you will meet DSL's minimum standards for controlling fire hazards caused by your slash. The agreement is issued for a fee of \$20.00, payable to DSL. Also, purchasers of logs, posts, and poles will withhold the equivalent of \$6.00 per 1,000 board feet (MBF) from their payment to you and transmit the money to DSL as performance bond. The bond is refundable after DSL certifies that you have met the slash standards. In addition, purchasers will withhold from their payment to you 60 cents per MBF for DSL's services. If you sell more than 500 MBF in any year, the excess service fees will be refunded by DSL when the agreement is closed.

Collected by: Department of State Lands

# DEPARTMENT OF TRANSPORTATION

## Motor Carrier Services Division

2701 Prospect Avenue  
Helena, MT 59620  
(406) 444-6130

■ **License: Alcohol Distributor**

COST: None  
CODE/ARM: Title 15, Chapter 70

■ **License: Application for Special Permit (GVW form #32)**

COST: \$10.00 to \$200.00, plus weight and mileage fees  
\$10.00 to \$50.00 for Temporary Fuel & Trip permits

CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8

Issued for oversize and/or overweight vehicles and loads.

■ **License: Diesel Fuel Dealer & User**

COST: Required bond amount determined by division. The bond can be either a Surety Bond or Cash Bond.

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 28

■ **License: Gasoline Dealer Refund Permits**

COST: None; nontransferable; shall be issued until canceled for cause

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 27

■ **License: Gasoline Distributor**

COST: Depends on Operation  
CODE/ARM: Title 15, Chapter 70

■ **License: Gross Vehicle Weight Fees Receipt (GVW form #3)**

COST: Variable  
CODE/ARM: Title 61, Chapters 3 & 10;  
ARM not assigned

This permit is issued in many applications for fuels, overweight truck permits, temporary permits, and trip permits.

■ **License: International Fuel Tax Agreement (IFTA)**

COST: \$2.00 per unit of Decal Fees  
Required bond amount determined by division. The bond can be either a Surety Bond or a Cash Bond.

CODE/ARM: Title 15, Chapter 70

Applicant must be an interstate motor carrier. License: Liquefied Petroleum Gas (GVW

form #13)

COST: \$27.00 to \$1806.00

CODE/ARM: Title 15, Chapter 71; ARM not assigned

■ **License: Proportional Licensing (prorated)**

COST: Percentage of miles traveled in Montana

CODE/ARM: Title 61, Chapters 3 & 10;  
ARM Title 18, Chapter 8

Licensing of interstate commercial vehicles

■ **License: Restricted Route Load Permits (GVW form #32)**

COST: \$20.00 trip; \$100.00 term

CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8

Issued for vehicles hauling in excess of 80,000 lbs.

■ **License: Temporary Special Fuel Permit (GVW form #32)**

COST: \$30.00

CODE/ARM: Title 15, Chapters 70-71; ARM Title 18, Chapter 8

Issued to residents and nonresidents in lieu of regular license through Department of Revenue

■ **License: Temporary Trip Permit (GVW form #32)**

COST: \$10.00 to \$20.00 based on mileage

CODE/ARM: Title 61, Chapter 10; ARM Title 8, Chapter 8

Issued to nonresidents in lieu of regular license







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